

Appendix F – Collision Scene Checklist

Checklist for gathering information at the collision scene and limiting liability

It is important to gather as much information as possible at the collision scene. Complete the collision report as soon as possible while the details gathered are still fresh in your mind.

From police officers:

- Name
- Badge number
- Department
- Time of arrival

From passengers:

- Name
- Address and phone number
- Number of customers
- Type and location of injuries
- Their account of the collision

From other drivers:

- Description of new and old damage to car
- Name, address, and phone number of driver
- Name, address, and phone number of any passengers
- Make, color, license plate, and VIN number of car

Suggestions to limit the liability of your company:

- Do not move the bus unless you are told to by your supervisor or police officer
- Count the number of customers on the bus at the time of the collision
- Give only required information to others
- If discussing the incident with your supervisor, do so in private
- Talk in a low voice that cannot be overheard when speaking with the dispatcher
- Never say you will contact anyone directly
- Collect courtesy cards from as many people as possible
- Never admit fault
- Refer others to the risk management department
- Do not offer opinions
- Provide only facts that pertain to the incident and only to police officers